

Central Warehousing Corporation

**Accounts & Records required to be maintained under GST
(Clause 3(B)(j) of RFP)**

May, 2018

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1. Background

- **Why accounts and records are required to be maintained under GST?**

Assessment in GST is mainly focused on self-assessment by the taxpayers themselves. Accordingly CWC is required to self-assess the taxes payable and furnish a return for specified tax periods for which return is required to be filed.

The compliance verification is done by the department through scrutiny of returns, audit and/or investigation. Thus, the compliance verification is to be done through documentary checks rather than physical controls. Accordingly, CWC needs to maintain accounts and records in accordance with GST provisions.

- **Overview of legal provisions**

Section 35 of the Central Goods & Services Tax Act, 2017 ('CGST Act) and Rule 56 of the CGST Rules, 2017 provide that every registered person shall keep and maintain all records at his principal place of business.

It also cast, responsibility on owner or operator of warehouse or godown or any other place used for storage of goods and on every transporter, irrespective of whether he is a registered person or not, to maintain specified records. It also provides that every registered person whose turnover during a financial year exceeds the INR 2,00,00,000/- [in terms of Rule 80(3)] of CGST rules, 2017 shall get his accounts audited by a chartered accountant or a cost accountant.

- **Constitution and Registration of CWC**

CWC being purely a service provider has following types of units:








- Corporate office (CO)- Registered under GST regime as an input service distributor and also registered as a normal tax payer
- Regional offices (RO)- Registered under GST as a normal tax payer
- Warehouses, ICD, ICP and CFS registered as additional place of business under RO


- **Other general points to be kept in mind in relation to maintenance of accounts and records**

- ✓ Every RO, warehouse, CFS, ICD, ICP and CO shall display its GST registration certificate in a prominent location and shall mention GSTIN on the name board exhibited at the entry.
- ✓ Any entry in registers, accounts and documents shall not be erased, effaced or overwritten, and all incorrect entries, otherwise than those of clerical nature, shall be scored out under attestation and thereafter correct entry shall be recorded.
- ✓ Further each volume of books of account maintained manually by the registered person shall be serially numbered.
- ✓ All the accounts maintained along with its supporting documents shall be preserved for 72 months (6 years) from the due date of furnishing annual return for the year pertaining to such records.

Accounts & records to be maintained by ROof CWC

ROs (being the principal place of business under GST registration for the State/UT) should maintain all the accounts & records as listed in the checklist below for the supplies made by it directly and through its units registered under its registration number.




S.No.	Particulars	Nature of document	Format
1.	Registration	Registration Certificate	As issued by Ministry of Finance
2.	Outward Supply	Outward supplies register	 Outward Supply Register.xlsx
		Tax invoices and bills of supplies issued for outward supplies made	 Tax invoice.xlsx
		Debit note or credit note issued in respect of outward supplies made	 Debit-Credit Note.xlsx
		Receipt vouchers issued on receipt of advance	 Receipt Voucher.xlsx
		Refund vouchers issued in case advance received is refunded	 Refund voucher.xlsx
		Pre-deposits Account	No specified format
		Agreements with customers to whom supply is made (if any)	Copy of agreements
3.	Inward Supply	Inward supply register	 Inward Supply Register.xlsx
		Tax Invoices received from supplier	In terms of Rule 46 of CGST Rules 2017
		Bill of supply received from supplier	In terms of Rule 49 of CGST Rules 2017
		Debit/ Credit note received from supplier	In terms of Rule 53 of CGST Rules 2017
		Receipt voucher received for advance payment made to party	In terms of Rule 50 of CGST Rules 2017
		Refund voucher received for any refund of advance already deposited	In terms of Rule 51 of CGST Rules 2017
		In case of reverse charge, copy of payment voucher issued by CWC to its vendor	 Payment Voucher.xlsx





		In case of reverse charge due to procurement from unregistered person, copy of self-invoice issued on CWC itself [deferred till 30.06.2018]	In terms of Rule 46 of CGST Rules 2017
		Petty Cash expense register	No specified format
		Imprest register	No specified format
4.	Transportation goods of	E-way bill	As generated from system
		In cases where issuance of invoice is not required	 Delivery Challan.xlsx
5.	Returns	Workings for returns	No specified format
		Tax payment challan	As generated from system
		Reconciliation of GSTR-1 & GSTR-3B	No specified format
6.	TDS	TDS registration certificate	As issued by Ministry of Finance
		TDS certificates	As generated from system
		Working of GSTR-7 (TDS Return)	No specified format
		Tax payment challan	No specified format


Corporate office of CWC should maintain the accounts and records as suggested above for its normal registration (as applicable). While for its ISD registration it should maintain the accounts & records as suggested in Sl. No. 5 below.

2. Accounts & records to be maintained by warehouses of CWC







- Every warehouse of CWC registered under GST shall maintain the following documentation:



S.No.	Particulars	Nature of document	Format
1.	Registration	Registration Certificate	As issued by Ministry of Finance
2.	Outward Supply	Outward supplies register	 Outward Supply Register.xlsx
		Tax invoices and bills of supplies issued for outward supplies made	 Tax invoice.xlsx
		Debit note or credit note issued in respect of outward supplies made	 Debit-Credit Note.xlsx

		Receipt vouchers issued on receipt of advance	 Receipt Voucher.xlsx
		Refund vouchers issued in case advance received is refunded	 Refund voucher.xlsx
		Pre-deposits Account	No specified format
		Agreements with customers to whom supply is made (if any)	Copy of agreements
3.	Inward Supply	Inward supply register	 Inward Supply Register.xlsx
		Tax Invoices received from supplier	In terms of Rule 46 of CGST Rules 2017
		Bill of supply received from supplier	In terms of Rule 49 of CGST Rules 2017
		Debit/ Credit note received from supplier	In terms of Rule 53 of CGST Rules 2017
		Receipt voucher received for advance payment made to party	In terms of Rule 50 of CGST Rules 2017
		Refund voucher received for any refund of advance already deposited	In terms of Rule 51 of CGST Rules 2017
		In case of reverse charge, copy of payment voucher issued by CWC to its vendor	 Payment Voucher.xlsx
		In case of reverse charge due to procurement from unregistered person, copy of self-invoice issued on CWC itself [deferred till 30.06.2018]	In terms of Rule 46 of CGST Rules 2017
		Petty Cash expense register	No specified format
		Imprest register	No specified format
4.	Additional documentation for warehouse	Specific documentation containing details as below in relation to goods warehoused: <ul style="list-style-type: none"> • Period of warehousing; • Particulars regarding dispatch, movement, receipt, and disposal of goods; and • Item-wise and party-wise details of goods stored. 	One register covering all details mentioned in this row can be maintained. There is no specified format. Any format covering these details will suffice.
5.	Transportation of goods	E-way bill	As generated from system


	In cases where issuance of invoice is not required	 Delivery Challan.xlsx
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3. Accounts & records to be maintained by ICD/ICP/CFS of CWC

S.No.	Particulars	Nature of document	Format
1.	Registration	Registration Certificate	As issued by Ministry of Finance
2.	Outward Supply	Outward supplies register	 Outward Supply Register.xlsx
		Tax invoices and bills of supplies issued for outward supplies made	 Tax invoice.xlsx
		Debit note or credit note issued in respect of outward supplies made	 Debit-Credit Note.xlsx
		Receipt vouchers issued on receipt of advance	 Receipt Voucher.xlsx
		Refund vouchers issued in case advance received is refunded	 Refund voucher.xlsx
		Pre-deposits Account	No specified format
		Agreements with customers to whom supply is made (if any)	Copy of agreement
3.	Inward Supply	Inward supply register	 Inward Supply Register.xlsx
		Tax Invoices received from supplier	In terms of Rule 46 of CGST Rules 2017
		Bill of supply received from supplier	In terms of Rule 49 of CGST Rules 2017
		Debit/ Credit note received from supplier	In terms of Rule 53 of CGST Rules 2017
		Receipt voucher received for advance payment made to party	In terms of Rule 50 of CGST Rules 2017
		Refund voucher received for any refund of advance already deposited	In terms of Rule 51 of CGST Rules 2017

		In case of reverse charge, copy of payment voucher issued by CWC to its vendor	 Payment Voucher.xlsx
		In case of reverse charge due to procurement from unregistered person, copy of self-invoice issued on CWC itself [deferred till 30.06.2018]	In terms of Rule 46 of CGST Rules 2017
		Petty Cash expense register	No specified format
		Imprest register	No specified format
4.	Additional documentation for CWC as a warehouse	Specific documentation containing details as below in relation to goods warehoused: <ul style="list-style-type: none"> • Period of warehousing; • Particulars regarding dispatch, movement, receipt, and disposal of goods; and • Item-wise and party-wise details of goods stored. 	One register covering all details mentioned in this row can be maintained. There is no specified format. Any format covering these details will suffice.
5.	Additional documentation for CWC as a transporter	Details of goods handled by it	No specified format
		Consignment note issued and received	
6.	Transportation of goods	E-way bill	As generated from system
		In cases where issuance of invoice is not required	 Delivery Challan.xlsx

4. Accounts & records to be maintained by ISD unit of CWC

S.No.	Particulars	Nature of document	Format
1.	Registration	Registration Certificate	As issued by Ministry of Finance
2.	Inward Supply	Inward supply register	 Inward Supply Register.xlsx
		Tax Invoices received from supplier	In terms of Rule 46 of CGST Rules 2017
		Bill of supply received from supplier	In terms of Rule 49 of CGST Rules 2017
		Debit/ Credit note received from supplier	In terms of Rule 53 of CGST Rules 2017
		Receipt voucher received for advance payment made to party	In terms of Rule 50 of CGST Rules 2017

		Refund voucher received for any refund of advance already deposited	In terms of Rule 51 of CGST Rules 2017
		In case of reverse charge, copy of payment voucher issued by CWC to its vendor	 Payment Voucher.xlsx
		In case of reverse charge due to procurement from unregistered person, copy of self-invoice issued on CWC itself [deferred till 30.06.2018]	In terms of Rule 46 of CGST Rules 20`17
3.	Distribution of credit to units	ISD invoice	ISD Invoice shall contain following details mandatorily: <ul style="list-style-type: none"> • name, address and Goods and Services Tax Identification Number of the Input Service Distributor; • Invoice no.; • Date of its issue; • name, address and Goods and Services Tax Identification Number of the recipient to whom the credit is distributed; • amount of the credit distributed; and • signature or digital signature of the Input Service Distributor or his authorized representative.
		Credit distribution register	No specified format
		GSTR-6 (ISD Return) & its workings	As generated from system